



DAVID E. JANSSEN
Chief Administrative Officer

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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Hammond

Board of Supervisors

GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

June 15, 2001

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

**DEPARTMENT OF PARKS AND RECREATION'S ADECCO/TAD RETROACTIVE
CONTRACT (ITEM NO. 70, AGENDA OF JUNE 19, 2001)**

On June 12, 2001, on motion of Supervisor Molina, amended by Supervisors Yaroslavsky and Antonovich, the Board instructed this office to report back on the Chief Administrative Office's (CAO) discovery of the Park's contract overrun, including timely notification to the Board of Supervisors.

On September 7, 2000 a joint memorandum from this office and the Auditor-Controller outlining County policies and procedures for submission of contracts for Board approval prior to contract expiration and a process of accountability to ensure compliance was sent to your Board and each department head.

The memorandum informed every department head that for contracts requiring Board approval, departments may not accept, receive or perform contracted services without prior approval by the Board, except in limited circumstances which were outlined in the memorandum. Departments were required to submit to the Chief Administrative Office (CAO) an inventory/tracking list reflecting all the department's Board-approved contracts effective in the current fiscal year and/or planned to be submitted for Board approval through July 2001. The inventory/tracking list was to be submitted to the CAO no later than November 6, 2000 and updated as needed. Additionally, departments were required to submit updated lists at least annually, and no later than August 1st of each year.

Each Supervisor
June 15, 2001
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Department of Parks and Recreation's (DPR) inventory/tracking list of contracts submitted pursuant to the September 7, 2000 memorandum does not contain the Adecco/TAD contract which was the subject of the department's board letter on the June 12, 2001 agenda. As the invoices for the contract overrun were not processed by DPR, the accruing of expenditures for work beyond the Board's approved contract amounts did not appear on financial reports available to the CAO for review. When DPR informed this office in April 2001 of the expenditures over Board-approved limits on the Adecco/TAD contract, DPR was in the process of preparing a board letter to place on your Board's agenda.

DEJ:GD
DRJ:alc

c: Executive Officer, Board of Supervisors
County Counsel
Department of Parks and Recreation